

Professional and Managerial Branch  
General Administration Group  
Contract Administration Series

**CONTRACT COMPLIANCE ADMINISTRATOR**

09/89

*Summary*

Under direction is responsible for the administration of contracts and preparation of documents for the design and construction of public works projects; performs related duties as required.

*Typical Duties*

Supervises the preparation of construction contracts and consultant contracts to ensure that all contract clauses and special provisions are included in all documents; reviews and updates construction contracts and service agreement contracts to meet current federal, state and local requirements; analyzes and prepares reports on claims for additional compensation or other forms of relief on contracts and submits them to supervisor for consideration, approval and/or disposition; reviews, prepares and submits materials, contracts, service agreements, change orders and amendments for Council consideration and approval.

Maintains accounting system to assure proper and prompt payment to Contractors and Consultants; reviews Contractors and Consultant invoices; supervises preparation of payment vouchers; maintains a filing system of official contract documents and contract correspondence.

Supervises the preparation of bidder's contract packages; coordinates with Purchasing the scheduling of construction contracts, advertisement, bid openings and award of contracts; performs pre-award survey to determine contractor(s) physical and financial capabilities and performance history; reviews records to insure completeness of all bids, process specifications, tests and progress reports; prepares and updates contract status reports of contractors; serves as secretary to the Architect-Engineer Selection Committee; schedules and prepares agenda, minutes and acts as chairman of pre-design and pre-construction meetings; coordinates with the office of the City Attorney concerning legal aspects of contract administration and litigation.

Supervises personnel assigned to enforce compliance with federal contract requirements; ensures compliance with state and federal labor standards; reviews contracts and/or payrolls for compliance with state and federal legislation; receives contract submittals and forwards to appropriate reviewing agency; reviews and forwards actions on submittals to contractors.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or related field and four years of responsible experience in contract administration and related documents preparation; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of contract administration and document preparation; comprehensive knowledge of the various records and documents used and prepared in the engineering and construction industry; good knowledge of the construction industry and building trades; good knowledge of federal, state and local laws concerning employment practices; good knowledge of the principles and practices of project accounting and construction payroll accounting; good knowledge of supervisory techniques, standards of conduct and work attendance and safe working practices and procedures.

Ability to make arithmetical calculations; ability to read and understand contracts, project manuals, proposals, plans and legal descriptions; ability to supervise, train, and evaluate assigned personnel; ability to gather and analyze data; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and field environment; operation of a motor vehicle through city traffic.

Special Requirements: Bilingual (English/Spanish) preferred.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

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Director of Personnel

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Department Head